



## Concept Paper # 240

Name of document to be reviewed: Custom-Built Web Application for Assessor Education and Certification

*(Please check one item listed in the following two sections)*

Document for review and approval:

- ☒ Request for Proposal (RFP)
- ☐ Request for Service (RFS)
- ☐ Request for Quote (RFQ)
- ☐ Invitation to Qualify

- ☐ Sole Source Procurement
- ☐ Statement of Work
- ☐ Staff Augmentation
- ☐ Master Agreement Purchase

*NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:*

<http://das.gse.iowa.gov/procurement/solesource%202010.pdf>

Document for review only:

☐ Master Agreement

☐ Request for Information (RFI)

Agency: Iowa Department of Revenue

**RFP Reference #:** TBD

**Release Date:** TBD

**This project is requesting IOWAccess funds:** Yes ☐ No ☒

*NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger ( [Wes.Hunsberger@iowa.gov](mailto:Wes.Hunsberger@iowa.gov) ) for an internal DAS review.*

**Projected cost over \$50,000?** Yes ☒ No ☐

**Projected agency staff hours over 750?** Yes ☐ No ☒

**Project Cost, Funds and Funding Source:**

Please list the internal and external resources/costs for the purchase:



Internal Resources/Costs: Project is estimated to cost \$80,000.

External Resources/Costs:

**Timelines:** Completion by August 2013

**Goal:** To automate a paper-based and manual process for assessor and deputy assessor education and certification through a web site portal and application. The related administrative functions for tracking assessor and deputy assessor education and certification, and management of the web portal will be outsourced. The portal services are for all current and prospective assessors and deputy assessors within the State's 107 jurisdictions.

**Background:** This process for nearly 250 individuals is currently managed on paper and within Excel spreadsheets. Automation of the process through a web portal will greatly improve its efficiency, accuracy, and responsiveness to current and prospective assessors and deputy assessors statewide. The administrator will be compensated through fees paid by the jurisdictions for each assessor and deputy assessor. The RFP cost proposal is for development of the web application, related database, and web portal.

**Expected Results:**

**What are the tangible and intangible benefits of this purchase for this agency and/or state government?** Outsourcing the administrative functions related to this work provides cost savings to the Department in excess of \$ 40,000 a year.

**Can these benefits be quantified in financial terms? If yes, please explain.** This benefit is staff compensation and related benefit expenses for the administrative work and manual management process.

**How will you be more effective as a result of this purchase?** The Department will no longer be responsible for duplicating class materials for class participants. Additionally the Department will no longer have manual processes to track continuing education credit requirements and manually respond to requests. These will be available through the web portal making customer access easier and more comprehensive. Examinations will be immediately scored when delivered, rather than manually scored after the fact. The ability to analyze the effectiveness of continuing education and examination processes will be available, where it has not been possible before.

**How will service to your customers be enhanced as a result of this purchase?** Assessors will have faster access to needed information about their continuing education and certification status. This information will be available 24/7. Registering for continuing education and certification testing will be improved and much easier.

**Testing and Acceptance:** This will be developed in conjunction with the selected vendor.

**Some of the Interested Parties:** There are approximately 234 assessors and deputy assessors within the 107 jurisdictions in the state of Iowa.

**Some of the Recipients of this Service:** There are approximately 234 assessors and deputy assessors within the 107 jurisdictions in the state of Iowa.



**Standards:**

**Architecture:**

**Business Continuity / Disaster Recovery:** This is part of the response to the proposal.



**Recommendations from the State CIO:**

**NOTE:** Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: <http://das.gse.iowa.gov/procurement/>, specifically: <http://das.gse.iowa.gov/procurement/adminrules/>.

Duplication recommendation from the State CIO to the DAS Director:

- a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
- b) Can an existing program be modified to address a new need?
- c) Do you have any similar program in existence?
- d) Have you sought IT procurements for similar programs in the past?
- e) Do you have purchasing documents for similar programs?
- f) Do you have similar purchasing documents that could be used as a starting point for this program?
- g) Is there anything you could provide that could assist the agency with this IT procurement?
- h) Are there alternatives available to the agencies?

**Recommendation of the State CIO to the DAS Director:**

Authorize this IT procurement Yes \_\_\_\_ No \_\_\_\_

Alternatives suggested by the State CIO  
(see comments below) Yes \_\_\_\_ No \_\_\_\_

Additional comments from the State CIO:

**DAS Director's action:**

Authorize this IT procurement Yes \_\_\_\_ No \_\_\_\_

DAS Director's signature and date:

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